

UNIVERSITY COLLEGE PLANNING

1996 SPRING/SUMMER

1. Secure faculty commitments (including Department and College approval) to service as advisors/instructors.
2. Develop policies, procedures, and administrative structure.
3. Send faculty representatives to Freshman Year Experience Conference (training).
4. Develop SIS program codes (admission with conditions, pre-major, etc.) for University College students. (Pre-Major Codes -- request recommendations from academic departments) Establish committee with representation from Admissions, Registrar, Orientation, Advising, Undergraduate Colleges, Computer Services.
5. Request program information from academic departments (criteria for seeking admission and/or admitted status; identification of courses -- major, general education, elective -- critical to the first and second years of study)
6. Develop informational materials and orientation courses for 1996-97 pilot program.

1996 FALL

1. Offer first orientation course as a part of a pilot program; assess outcomes and make course revisions.
2. Forward University College proposals (academic policies, courses) for Academic Council approval.
3. Prepare 1997-1999 Undergraduate Catalog copy.
4. Identify additional faculty who will serve as advisors/instructors in the two University College courses.
5. Provide workshop training (local training that includes presentations by members of the core group of faculty advisors who participated in the Freshman Year Experience Conference and are serving as instructors in the pilot program) for all faculty who will serve as University College advisors/instructors.
6. Admit students to University College for 1997 fall semester.
7. Determine schedule of offerings for orientation course and assignment of students to advisors/instructors.

1997 SPRING

1. Offer second orientation course as part of pilot program; continue assessment and course modifications.
2. Continue workshops/training for faculty advisors/instructors.
3. Conduct OAR for beginning freshmen.

1997 FALL

1. Initial enrollment of University College students.
2. Schedule regular meetings of advisors/instructors.
3. Formalize procedures to be used for students moving from the University College to a degree-granting college.
4. Continue assessment and modification of University College processes.